



DEPARTMENT OF THE NAVY  
COMMANDER NAVAL EXPEDITIONARY  
LOGISTICS SUPPORT FORCE  
WILLIAMSBURG, VIRGINIA 23185

IN REPLY REFER TO

COMNAVELSFINST 1650.1D  
N00  
6 May 02

COMNAVELSF INSTRUCTION 1650.1D

Subj: MILITARY PERSONNEL AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1G  
(b) CNRF New Orleans 172024Z Apr 01

Encl: (1) Sample FLOC Citation  
(2) Sample NMCAM Citation  
(3) Sample NMCCM Citation  
(4) Sample MSM Citation

1. Purpose. To issue policy and procedures for processing personal award recommendations for military members assigned to Commander, Naval Expeditionary Logistics Support Force (COMNAVELSF). This instruction includes significant format revisions and includes all changes previously incorporated.

2. Cancellation. COMNAVELSFINST 1650.1C

3. Background. One of the most effective means of enhancing the morale and effectiveness of a military organization is the prompt recognition of exceptional performance of personnel. It is emphasized that the value of an award is given only when it is clearly deserved and submitted in a correct and timely manner.

4. Discussion. Reference (a) provides guidance for the submission of all personal awards made by the Department of the Navy and delegated authority to award the Navy and Marine Corps Achievement Medal (NMCAM) to Commanding Officers of shore commands. Reference (a) also allows Commanding Officers unlimited approval authority of the NMCAM. Specifically:

a. Full NMCAM authority is delegated to Commanding Officers designated to wear the command afloat or command ashore insignia.

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b. Regardless of rank, the individual exercising this authority must be in a position designated as Commanding Officer. There are no waivers or exceptions for personnel in Officer-in-Charge or Acting billets.

c. This authority extends to both the end-of-tour (EOT) and special achievement NMCAM; there is no limit to the number of awards the awarding authority may issue.

d. This authority extends to all personnel permanently assigned to the command. It does not extend to TAD personnel as the parent command must first concur; it does not extend to other service personnel, except USMC, as the parent service and CNO retains this authority; it does not extend to foreign service personnel as SECNAV retains this authority.

5. Policy. COMNAVELSF policy is to strongly encourage the prompt and appropriate delivery of personal awards for deserving personnel. The following specific guidelines apply for awards management and Battalion submissions within the NAVELSF:

a. Letters of Appreciation are prepared and awarded at the unit level.

b. Flag Letters of Commendation (FLOC) are forwarded for consideration from the battalion to COMNAVELSF already prepared on Citation paper. They must be presentation ready, prepared in all respects for the Commander's signature. Enclosure (1) provides a sample FLOC citation and certificate. Optima Certificate paper may be purchased through the unit supply department. Questions regarding procurement should be referred to the NAVELSF Supply Department N41A.

c. Navy and Marine Corps Achievement Medals are awarded at the battalion level, with copy of the citation and OPNAV 1650/3 form to the NAVELSF Administration Officer. NMCAM inputs may, under rare circumstances, be forwarded to COMNAVELSF for signature, e. g., only when battalion Commanding Officer deems the action worthy of a flag signature. Questions regarding Flag level NMCAM's program should be referred to the NAVELSF Administration Officer. Enclosure (2) provides the latest sample of NMCAM citation and certificate.

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d. Navy and Marine Corps Commendation Medal (NMCCM) recommendations should be forwarded to COMNAVELSF with both a hard copy and on diskette, following the specific administrative requirements below. Although no specific submission timelines are imposed, battalion leadership should provide NAVELSF Admin staff sufficient lead-time to process the award recommendation. Enclosure (3) provides the latest sample NMCCM citation and certificate example. The COMNAVELSF awards board will continue to meet weekly to review inputs received.

e. Meritorious Service Medal (MSM) recommendations should adhere to the guidelines provided in reference (a). Reference (b) delegated MSM approval authority to Commander, Naval Reserve Force. Enclosure (4) provides the latest sample MSM citation and certificate.

f. Personal Award recommendations (OPNAV 1650/3) must be signed by the Battalion's Commanding Officer. The personal award recommendation authority will not be delegated.

#### 6. Administrative Requirements:

a. Commands must stock all NMCAM medals and certificates for issue directly to the member. (New NMCAM certificate stock number remains as 0104-LF-982-3000).

b. Commands must ensure that a copy of the signed and dated citation, along with a copy of the OPNAV 1650/3, is forwarded directly to COMNAVELSF administration department (N1A) as well as to the CNO awards section. The copy must have the member's SSN written in the top right hand corner. Battalion Admin department's must incorporate an Awards Tracking Database reflecting disposition of all command awarded and recommended awards.

c. Commands must now prepare the new, short citation for both the Achievement and Commendation Medals. Certificates will be prepared using 12 pitch, bolded "courier new" font, in capital letters with one inch right and left margins, and will not exceed seven and one half lines. The format requirements are not flexible. Enclosures (1) through (4) provide correct example formats. The opening sentence of the NMCAM has been shortened to read "Professional achievement".

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d. Completion of the Justification block on the OPNAV 1650/3 for the NMCAM is not required unless the award is forwarded for consideration by the NAVELSF Awards Board.

e. As with all awards, general guidelines state, that an End of Tour (EOT) award is for the member's EOT at the assigned duty station. It is not authorized for the end of the Commanding Officer's tour or upon change of jobs within the same command.

7. Action. Awards for all COMNAVELSF personnel will be prepared and submitted with these guidelines. COMNAVELSF and battalion Commanding Officers will carry out the responsibilities and implement the procedures outlined throughout this directive. The accuracy, timeliness, and submissions of awards have become an item of consideration during the Mayfield Award competition. Subordinate instructions are not required.



D. D. KLINE  
Deputy

Distribution: (COMNAVELSFINST 5216.1D)  
List D

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# Letter Of Commendation



Commander, Naval Expeditionary Logistics Support Force takes pleasure in presenting a Letter of Commendation to

STOREKEEPER FIRST CLASS  
ANY SAILORNAME III  
UNITED STATES NAVAL RESERVE

## for service as set forth in the following

Citation: "For commendable achievement in the superior Performance of his duties while serving as Warehouse Supply Clerk Supervisor, Naval Expeditionary Logistics Support Force (NAVELSF) from August 2000 through September 2000. Petty Officer Anyname consistently performed his demanding duties in an exemplary and highly professional manner. Demonstrating exceptional enthusiasm and a superior work ethic, he made significant personal and professional contributions to the entire NAVELSF re-warehousing project. He provided the leadership, safety awareness and superb job training for all Selected Reservists involved in the project evolutions. His expert Material Handling Equipment skills were clearly evident during supervision of forklift drivers safely emptying over 30 containers of material for inventory without a single mishap. Petty Officer Anyname's professionalism and loyal dedication to duty reflected great credit upon himself and were in keeping with the highest traditions of the United States Naval Service."

R. R. PERCY, III  
Rear Admiral, Supply Corps  
United States Naval Reserve

Enclosure (1)

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF SECOND AWARD/WITH COMBAT DISTINGUISHING DEVICE)

TO

SENIOR CHIEF AVIATION MACHINIST'S MATE JANE T. DOE, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS MAINTENANCE CONTROL CHIEF PETTY OFFICER FOR HELICOPTER ANTISUBMARINE SQUADRON LIGHT FORTY-TWO FROM MARCH 1989 TO AUGUST 1993. SENIOR CHIEF PETTY OFFICER DOE CONTRIBUTED SIGNIFICANTLY TO THE SUCCESSFUL INTRODUCTION OF LAMPS MK III TO THE FLEET BY DEVELOPING A RESPONSIVE MAINTENANCE CONTROL TEAM TO SUPPORT 15 DETACHMENTS DEPLOYED WORLDWIDE. SHE DISPLAYED EXCEPTIONAL TECHNICAL EXPERTISE IN ASSISTING DETACHMENTS DURING BOTH THE CHALLENGER AND LIBYAN OPERATIONS. HER MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HER AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Notes: Gold Star of Combat "V" may be added if applicable above "To" line.  
With the new Citation/Certificate form, it is necessary to ensure that the citation body not exceed 7 1/2 single spaced lines at 12-pitch typed.

Enclosure (2)

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF SECOND AWARD/WITH COMBAT DISTINGUISHING DEVICE)

TO

HOSPITAL CORPSMAN FIRST CLASS JANE T. DOE, UNITED STATES NAVY

MERITORIOUS SERVICE AS TRANSPORTATION TECHNICIAN AT NAVAL HOSPITAL, SAN DIEGO, CALIFORNIA FROM JANUARY 1993 TO MARCH 1997. PETTY OFFICER DOE DESIGNED A TRANSPORTATION NETWORK FOR THE COLLECTION OF HUMAN TISSUE AND ORGANS, TRAINED TRANSPLANT TECHNICIANS, AND DEVELOPED A MACHINE TO PRODUCE ALLOGRAFT MATERIAL OF A UNIFORM SIZE AND HIGH QUALITY. HER INNOVATIVE ACTIONS IN NUMEROUS AREAS CONTRIBUTED TO THE ENHANCEMENT OF MILITARY HEALTH CARE DELIVERY AND PATIENT CARE. BY HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER DOE REFLECTED CREDIT UPON HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Notes: Gold Star of Combat "V" may be added if applicable above "To" line.

With the new Citation/Certificate form, it is necessary to ensure that the citation body not exceed 7 1/2 single spaced lines at 12-pitch typed; the bold type is required on these forms.

This is a non-combat award; on combat awards, replace "meritorious service" with heroic achievement".

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Appendix C1 to Chapter 2

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SECNAVINST 1650.1G

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in Lieu of the Second Award) to

COMMANDER JANE D. DOE  
UNITED STATES NAVY

for service as set forth in the following:

CITATION:

For outstanding meritorious achievement as Director of the Navy Office of Information, New England from June 1985 to June 1986. Commander Doe displayed exceptional public affairs expertise and unparalleled resourcefulness while managing intense and highly visible projects such as the first and second expeditions to explore the TITANIC, the commissioning of USS BUNKER HILL (CG 52), and the visit of five North Atlantic Treaty Organization frigates to Boston. Her liaison with the New England community was superb, revitalizing and establishing significant contacts with regional civic leaders. In addition, she provided important support to the Fleet during more than twenty port visits to Boston and managed media contacts for key military members such as the Secretary of the Navy and the Commander in Chief, Atlantic Fleet. The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Commander Doe reflected great credit upon herself and upheld the highest traditions of the United States Naval Service.

For the President,

Secretary of the Navy

Note: 22 lines maximum.